

# Pay Policy

Monitoring and review	
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## Version History Log

Version	Description of Change	Amended By	Date
1	Initial issue		June 2025
2	Statutory changes to the calculation of TLRs for part-time Teachers added	HRE	September 2025
3	Executive Leadership Team pay recommendations from the PRS Committee must be agreed by full Board of Trustees in line with Academy Trust Handbook update of September 2025	HRE	September 2025
4	Removal of requirement for portfolio of evidence for Teachers to progress to UPS as all evidence must be recorded in Blue Sky	HRE	September 2025
5	Biennial pay progression on UPS	HRE	December 2025

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## 1. Context

Each school within the Ascendancy Partnership Trust will have its own Pay Policy for the remuneration of staff. This may be in the form of separate policies for Teachers' pay and support staff pay or one policy including both. This document provides a framework for schools to determine their Pay Policy. It also sets out the pay arrangements for the Executive Team and Central Team of the Trust, for colleagues who are not assigned to a particular school.

## 2. Legal and Advisory Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended. This applies to staff whose employment transferred from the local authority to the Trust in 2024.
- DfE School Teachers Pay & Conditions Document (STPCD - known as the Burgundy Book)
- National Joint Council (NJC) Single Status Agreement (known as the Green Book)
- UK Employment legislation including The Equality Act 2010
- The Academy Trust Handbook and DfE/ESFA guidance on Executive Team Pay

This document should be read alongside:

- Safer Recruitment Policy
- Capability Policy

## 3. Roles/Aims/Scope

This policy aims to ensure that the requirements listed above are met, that the Trust's approach to pay and benefits is transparent, proportionate, fair and justifiable, and that there is a consistent approach to pay determination across the Trust.

- Following a staff member's annual appraisal and, subject to the provisions of the published Pay Policy, they should expect to receive pay progression of one scale point within the maximum of their current pay scale. Teachers on the UPS (Upper Pay Scale) will qualify for pay progression every other year. This excludes any staff who are subject to formal capability procedures or where there is an attendance concern relating to a support staff member (e.g. staff member has reached absence triggers for frequent short-term absence or is on an attendance target, as set out in the Sickness Absence Policy). Headteachers' discretion may be used in cases of medical conditions which may fall within the definition of disability in the Equality Act 2010 or absences relating to injuries). Pay progression of more than one scale point and Teacher's applications for progress to the Upper Pay Scale (UPS) must be agreed as below.
- The Board of Trustees (Premises, Resources & Staff Committee) is responsible for recommending changes to Executive Team pay in consultation with the CEO (excluding consultation with the CEO about their pay). In line with the Academy Trust Handbook, all

final decisions on Executive Team pay must be formally approved by the full board of Trustees

- The Executive Team is responsible for determining pay for the Central Team of the Trust in consultation with the Premises, Resources & Staff Committee of the Board of Trustees
- Governing Boards in consultation with the Trust CEO are responsible for determining the pay for Headteachers
- Headteachers and local Governing Boards (Pay Panel/Committee) are responsible for determining pay within their respective schools in accordance with this policy
- The Trust is committed to mirroring the national pay arrangements for Teachers (STPCD) and the local authority pay arrangements (NJC) for school support staff
- Pay decisions will take account of resources available to the Trust and schools within it
- The Trust will consult with staff and their representatives on any proposed changes to pay and conditions for staff
- The Trust is committed to enhancing pay and conditions for staff where possible.

#### **4. Terms of Reference**

##### Pay Committees

Trustees of the Premises, Resources & Staff Committee of the APT will make recommendations to the full Board of Trustees on pay for the Executive Team and will consider the recommendations of the CEO in relation to pay for other roles within the Central Team.

The Board of Trustees will consider recommendations on Executive Team pay from the Premises, Resources & Staff Committee and make final decisions on Executive Team Pay.

Pay decisions for school Headteachers will be made by the Pay Panel/Committee in consultation with the Trust CEO.

Within schools, the Headteacher will have delegated responsibility for making pay recommendations to the Governing Board in relation to Teachers' and support staff pay. The terms of reference of the Pay Panel/Committee within the school will include the Pay Panel/Committee's responsibilities when considering pay recommendations including:

- Recommendations for pay progression of more than one scale point within the current pay scale or progression to the Teachers' UPS have been moderated by the Headteacher/Leadership team. Consideration of pay progression of more than one scale point within the current pay scale must be in consultation with a member of the Executive Leadership Team of the Trust for moderation purposes (who should be invited to the relevant Pay Panel/Committee meeting).
- The Headteachers' recommendations for such pay progression are supported by robust evidence which is available for scrutiny by the Pay Panel/Committee
- Pay progression of one scale point may only be withheld if a staff member is in formal capability proceedings or there is a concern about the level of attendance for a support

staff member. (Informal measures to improve performance are excluded and regarded as supportive and developmental to improve practice). Pay progression will resume once the staff member is reverted back to the appraisal cycle

- A minimum of three school Governors (and a member of the Executive Leadership Team of the Trust if pay progression of more than one scale point or UPS applications are being considered) must be present to approve the recommendations of the Headteacher
- The Pay Panel/Committee must review the school's Pay Policy every two years as a minimum
- The Pay Panel/Committee must ensure that pay and pay policy within schools mirrors the School Teachers' Pay and Conditions Document (STPCD) for Teachers and the NJC Local Authority pay arrangements for support staff (see further information below on Teachers and Support Staff pay)
- The Pay Panel/Committee must ensure that pay and pay policy is in accordance with this Trust wide policy
- The Pay Panel/Committee must minute all decisions taken and submit their minutes to be noted by the full Governing board and the Executive Team of the APT.
- Individual Governors may not make decisions outside of the Pay Panel/Committee.

## 5. Executive Team Pay

The Executive Team is the CEO and Executive Directors of the Trust. The Academy Trust Handbook states that the Trust Board must ensure its decisions about levels of Executive pay follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. The ESFA holds trusts to account for levels of Executive pay. The DfE has published supplementary guidance on setting Executive salaries for Trusts. No individual can be involved in deciding their remuneration. The board must discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable, including:

- an agreed process for determining executive pay
- independent scrutiny by the board
- robust decision-making
- proportionality – that pay and benefits represent good value for money and are defensible relative to the public sector market
- documented decision-making with rationale and Board approval
- a basic presumption that executive pay and benefits should not increase at a faster rate than
- that of Teachers, in individual years and over the longer term
- understanding that inappropriate pay and benefits can be challenged by ESFA, or DfE particularly in instances of poor financial management of the Trust.

The EFSA guidance "Setting Executive Salaries – Guidance for Academies" states: It is important that salaries:

- can be justified and are in the best interests of the Academy Trust

- reflect the individual's responsibilities
- demonstrate value for money decisions are underpinned by the Nolan principles.

The Premises, Resources & Staff Committee of the Trust may use benchmarking services or Academy Trust salary survey data, in addition to the above guidance to inform its recommendations around Executive Team pay.

Pay progression considerations and timing for the Executive Team will be effective from 1 September each year. The Committee may take account of relevant pay benchmarking information as described above.

## **6. Central Team Pay**

Central Team roles are non-Executive Team posts which are not attached to a particular school and include roles supporting the Executive Team and those that offer a centralised service across all schools within the Trust.

Pay will usually mirror that of the STPCD or the NJC pay scales. Pay for specialist roles such as therapists may be benchmarked against pay scales within their field e.g. the NHS.

The Trust may use job evaluation or pay benchmarking services to inform pay for Central Team roles.

For staff who routinely spend their time across multiple locations, their pay will be based on rates applicable to the “London Fringe” area.

For staff who are usually based in one location with occasional travel, their pay will be based on that applicable to their usual workplace and supplemented by the claiming of travel expenses when visiting other sites.

For staff who transferred to the Trust from the Local Authority in 2024/25, their pay arrangements will be protected under the TUPE regulations unless consultation and agreement is reached to change them.

Pay progression for Central Team roles will be in line with arrangements for Teachers or support staff as set out below and will usually be progression of one scale point within the current pay scale. Recommendations for pay progression of more than one scale point within the current pay scale will be considered by the Premises, Resources & Staff Committee of the Trust based on recommendations of the CEO. For roles where there is a pay range without scale points, increments will be discussed with the Committee based on the recommendations of the CEO.

## **7. Teachers Pay**

The Pay Policy of schools within the Trust will mirror the arrangements set out in the national School Teachers’ Pay and Conditions Document (STPCD, known as the Burgundy Book) in relation to Teachers’ Pay.

Schools within the Trust will adopt the Teachers’ pay scales and allowances relevant to their location and setting (e.g. London Fringe, SEN & TLR).

The Pay Panel/Committee of each school will review the Pay Policy for Teachers every two years as a minimum or when there are significant agreed changes in the interim.

Schools within the Trust may not deviate away from the STPCD or this Trust policy without consulting the Trust Executive Leadership Team who in turn will consult with the Premises, Resources & Staff Committee of the APT if significant changes are proposed. Draft policies must be shared with the Trust’s Director of HR before being circulated for staff consultation.

UPS: The Pay Policy within each school must clearly define the arrangements for Teachers

wishing to progress to the UPS (Upper Pay Scale) and should include Teacher performance (appraisal), national Teaching Standards and where relevant, career stage expectations. It should be noted that in accordance with the STPCD, Teachers are expected to contribute, both orally and in writing as appropriate, to curriculum development by sharing their professional expertise with colleagues and advising on effective practice. This does not mean that they can be expected to take on the responsibility of, and accountability for, a subject area or to manage other Teachers without appropriate additional payment.

As part of the Teacher Standards, all Teachers are expected to “make a positive contribution to the wider life and ethos of the school”. This requirement is covered by Teachers taking part in whole school activities, pastoral care, collaborating with colleagues, contributing to INSET days, working with parents and governors, and more.

For Teachers on the UPS, this could also include mentoring ECTs or developing an aspect of their work that is of particular interest – not a permanent responsibility for a curriculum area. Additional curriculum responsibilities are designed to be covered under the TLR payment scheme. Therefore, it is not appropriate to require UPS Teachers to take on additional roles or commit to extra-curricular activities without an appropriate TLR payment.

The Pay Policy must also set out the criteria for any allowances payable to Teachers and details any pay-related benefits such as salary sacrifice schemes.

- Teachers on the unqualified or main scale should expect to receive pay progression of one scale point within the maximum of their current pay scale unless they are subject to formal capability procedures. Pay progression of more than one scale point and Teacher’s applications to progress to the UPS must be agreed as above. Teachers on the UPS (Upper Pay Scale) will qualify for pay progression every other year. Pay progression for Teachers is effective from 1 September each year. It is permissible for the Pay Panel/Committee to meet within term one to consider enhanced pay progression, but no later than 31 October of the new academic year and for pay progression for Teachers to be backdated to 1 September.

## **8. Support Staff Pay**

The Pay Policy of schools within the Trust will mirror the NJC agreed Local Authority arrangements (known as the Green Book).

Schools within the Trust will adopt the NJC agreed Local Authority pay scales and allowances relevant to their area and setting (e.g. London Fringe, SEN & TLR).

Apprentices employed by schools within the Trust will be paid more than the National Apprenticeship rate to support recruitment and retention of Apprentices.

The Pay Panel/Committee of each school will review the Pay Policy for support staff every two years as a minimum or when there are significant agreed changes in the interim.

Schools within the Trust may not deviate away from the NJC Local Authority terms or this Trust policy without consulting the Trust Executive Leadership Team who in turn will consult with the Premises, Resources & Staff Committee of the APT if significant changes are proposed.

Support staff should expect to receive pay progression of one scale point within the maximum of their current pay scale unless they are subject to formal capability procedures or there are attendance concerns (e.g. staff member has reached absence triggers for frequent short-term absence or is on an attendance target). Headteachers' discretion may be used in cases of medical conditions which may fall within the definition of disability in the Equality Act 2010 or absences relating to injuries). Pay progression of more than one scale point must be agreed as above. For roles where there is a pay range without scale points, increments will be discussed with the Pay Panel/Committee based on the recommendations of the Headteacher.

The Pay Policy must also set out the criteria for any allowances payable to support staff and detail any pay-related benefits such as salary sacrifice schemes.

Pay progression for support staff is effective from 1 April each year. The Pay Panel/Committee, together with a member of the Executive Leadership Team of the Trust (if pay progression of more than one scale point is being considered), should meet in sufficient time to enable support staff pay progression (of more than one scale point within current salary scale) to be implemented with April salary payments.

## **9. Additional Payments**

### Honorary Allowances

The School Teachers Pay and Conditions Document does not allow for honorary payments to Teachers. TLR allowances may be used as described above and within the STPCD.

The Trust does not permit the use of honorary allowances as they may be considered to be a "novel, contentious or repercussive" use of funds as defined by the DfE. Any existing honorary allowances should be phased out through the process of job evaluation or regrading or use of TLR payments for Teachers.

The STPCD allows for a discretionary allowance to be paid to Headteachers in particular circumstances. Such an allowance must be agreed by the Trust CEO in consultation with the school Governing Board.

### Acting-Up Allowances

Staff who cover the duties of a higher level job may qualify for a temporary acting-up allowance. Such allowances may be paid at the discretion of the Headteacher.

### Special Education Needs Allowance

SEN allowance is paid to eligible staff.

### Unqualified Teacher Allowance

Unqualified Teachers may be paid an additional allowance in particular circumstances as set out in the STPCD. Such allowances are at the discretion of the Headteacher.

### Overtime Payments

The requirement for support staff to work more than their contracted hours should not be standard practice and must be kept to a minimum. In exceptional circumstances e.g. temporary peaks in workload due to a one-off project, the Headteacher may agree to pay support staff overtime. Agreement must be sought in advance of the hours being worked and the rate of payment will be in accordance with NJC and contractual terms.

Overtime payments should not be used to “top-up” salary payments. Should regular overtime payments become apparent the school must take action to reduce or eliminate the need for overtime working such as reviewing roles and post numbers to ensure that workloads are reasonable and work-life balance is maintained. The Working Time Regulations should be taken into consideration to ensure adequate periods of rest for staff.

Teachers do not qualify for overtime payments. Part-time Teachers who occasionally work additional (non-contractual) days may be paid for the additional days. This should not become standard practice and in accordance with the STPCD should only be arranged by mutual agreement (between the Teacher and Headteacher).

## **10. Changes to Pay Policy**

Any significant changes to Pay Policy for arrangements for the Trust or schools within in it must be considered by the local Pay Panel/Committee and also by the Executive Team and the Premises, Resources & Staff Committee of the Ascendancy Partnership Trust. All staff must be consulted on any planned changes that affect them. The Trust is committed to improving pay and conditions for all staff subject to affordability and ensuring a consistent approach to pay across the Trust.

NB: Pay & Conditions for support staff may be impacted by the Government's proposed "School Support Staff Negotiating Body" (SSSNB), expected to come into force in 2026 and the Trust will review and consult with support staff on any changes once legislation has been published.

## **11. Record-keeping**

Records will be kept in accordance with the school's GDPR/Retention Policy.

## **12. Confidentiality**

Pay Panel/Committee deliberations relating to pay will remain confidential. Minutes of meetings will refer to roles and not individual employees.

## **13. Unsatisfactory Performance and Appeals**

No employee of the Trust will be eligible for pay progression if they are in formal capability procedures. Employees' whose performance is below expectations should be placed on a Performance Improvement Plan (PIP) in accordance with the Capability Policy. The Trust will not accept ongoing underperformance or insufficient measures and support to bring performance to the required standard. Such cases must be robustly managed and brought to a timely conclusion of performance improvement or employee dismissal due to poor performance.

Appeals against pay decisions within schools will be heard by the Pay Panel/Committee of the relevant school. Appeals against pay decisions for Headteachers will be heard by the Executive Team of the Trust with a relevant School Governor presence. Appeals against pay decisions for the Executive Team and Central Team of the Trust will be heard by a panel of Trustees who have not previously been involved in the pay decisions made by the Premises, Resources & Staff Committee.

## **14. Equalities Statement**

The Ascendancy Partnership Trust is an equal opportunities and inclusive employer which celebrates and values diversity. We are committed to a workplace that inspires and respects all individuals without discrimination, regardless of any protected characteristic. Employment-related matters such as reward, progression and promotion will be based on individual merit.

## Appendix A: Brookfields Pay Policy (combined Teachers & Support Staff)

### Introduction

The Governing Board has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for staff employed in the school.

The Governing Board is committed to taking decisions in accordance with the 'key principles of public life': including objectivity, openness and accountability.

It recognises the requirement for a fair and transparent policy to determine the pay and grading for staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements and with reference to the national School Teacher's Pay and Conditions Document (STPCD) and any professional standards

The Governing Board recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Rights Act 1996, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Working Time Regulations 1998, Flexible Working Regulations 2014 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

This policy is in accordance with the overall Pay Policy framework of the Ascendancy Partnership Trust (the Trust).

Pay decisions will take account of the resources available to the school. The school staffing structure will support the School Development Plan. The Governing Board will exercise its discretionary powers using fair, transparent and objective criteria to secure a consistent approach in school pay decisions.

The Governing Board recognises that following a staff member's annual appraisal (recorded in the relevant system such as Blue Sky), subject to the provisions of this Pay Policy, they should expect to receive pay progression of one scale point within the maximum of their current pay scale unless they are subject to formal capability procedures or where there is an attendance concern relating to a support staff member (e.g. staff member has reached absence triggers for frequent short-term absence or is on an attendance target). Headteachers' discretion may be used in cases of medical conditions which may fall within the definition of disability in the Equality Act 2010 or absences relating to injuries). Pay progression of more than one scale point and Teacher's applications for progress to the Upper Pay Scale (UPS) must be agreed by the Pay Panel/Committee in consultation with a member of the Executive Leadership Team of the Ascendancy Partnership Trust for moderation purposes.

For roles where there is a pay range without scale points, increments will be discussed with the Pay Panel/Committee based on the recommendations of the Headteacher.

Pay progression of one scale point may only be withheld if a staff member is in formal capability proceedings or where there is an attendance concern relating to a support staff member. (Informal measures to improve performance are excluded and regarded as supportive and developmental to improve practice). Pay progression will resume once the staff member is reverted back to the appraisal cycle.

This policy covers both teaching and non-teaching (support) staff.

This policy has been agreed by the Governing Board, following consultation with staff and the recognised trade unions.

Any subsequent changes will also be subject to further consultation with staff before amendment.

The Pay Panel/Committee of the Governing Board will have full authority to take decisions on behalf of the Governing Board on pay matters as defined in this policy.

A minimum of three school Governors and a member of the Executive Leadership Team of the Trust must be present to approve the pay recommendations of the Headteacher.

Any proposed significant changes to Pay Policy will be referred to the Executive Team of the Ascendancy Partnership Trust before consultation with staff.

## **Aims**

The Governing Board aims to use the school Pay Policy to govern the pay for staff.

In doing so, the Governing Board will consider the Pay Policy framework of the Ascendancy Partnership Trust, the School Teachers' Pay and Conditions Document (STPCD, known as the Burgundy Book) and the NJC Local Authority Pay arrangements for support staff (known as the Green Book), along with relevant statutory legislation.

## **Job Roles and Responsibilities**

All staff will be provided with a job description outlining the roles and responsibilities of the post. All staff will also be provided with a contract of employment, and this will include the pay range and any additional payments or allowances covered by this policy. The contract of employment or contract variation letter will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post, a new job description will be issued.

Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be agreed with the Executive Leadership Team of the Ascendancy Partnership Trust and the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions and contract variations are issued.

### **Pay Assessment and Pay Review**

- The Governing Board will ensure that every Teacher's and the Headteacher's salary is reviewed on an annual basis with effect from 1 September. Teachers on the unqualified and main scale should expect to receive pay progression of one scale point within the maximum of their current pay scale unless they are subject to formal capability procedures. Teachers on the UPS should expect to receive pay progression of one scale point every other year, unless they are subject to formal capability procedures. Pay progression of more than one scale point and Teacher's applications to progress to the Upper Pay Scale (UPS) must be agreed as above. Pay progression for Teachers is effective from 1 September each year. It is permissible for the Pay Panel/Committee, together with a member of the Executive Leadership Team of the Trust, to meet within term one to consider enhanced pay progression, but no later than 31 October of the new academic year and for pay progression for Teachers to be backdated to 1 September.

All Teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September.

Pay progression for support staff is effective from 1 April each year. The Pay Panel/Committee, together with a member of the Executive Leadership Team of the Trust, should meet in sufficient time to enable support staff pay progression (of more than one scale point within current salary scale) to be implemented with April salary payments.

**Support staff** with less than six months' service in the grade by 1<sup>st</sup> April (i.e. who join between 2<sup>nd</sup> October and 31<sup>st</sup> March), will receive their first increment on completion of 6 months' service from that date. For example, an employee appointed on 10<sup>th</sup> November will have six months' service by 9<sup>th</sup> May; therefore their next increment (if not at the top of their scale) will be effective on 10<sup>th</sup> May. Thereafter increments will be payable on 1<sup>st</sup> April until the top of their grade is reached

All staff will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

A review may occur at other times where there has been a significant change affecting an individual's pay. A revised written statement will be issued to the staff member in such circumstances, including any salary safeguarding arrangements that may apply.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Panel/Committee of the Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination.

All safeguarding of pay will be in accordance with the arrangements set out in the School Teachers' Pay and Conditions Document (STPCD) or redeployment policy for support staff.

Staff salaries will be paid in 12 equal instalments by bank credit transfer into a bank or building society account, not later than the 31st day of the month.

For term time only contracts, the inclusive rate of pay incorporates a payment for holiday accrued for the hours worked. For support staff the calculation is based on 39 paid weeks + 6.4 weeks holiday pay = 45.4 weeks' pay in total.

## **Recruitment**

Advertisements for permanent Strategic Leadership Team posts in the school require the approval of the Governing Board. Others will be decided by the Headteacher. If a Headteacher post becomes vacant approval must be sought from the Trust CEO.

All posts, apart from those created for already contracted in-house trainee Teachers, where only one possible candidate exists, will be advertised either internally or externally: locally, nationally or internationally, as appropriate. School website advertising is treated as external advertising open to all internal and external - local, national and international candidates.

The advertisement will include the relevant pay band for the post from the agreed range of bands as appropriate for the post. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

Where an applicant does not meet the criteria for the level of post advertised within the school pay structure, but the post would otherwise prove difficult to fill, the Headteacher may appoint at a lower level, but also consider a recruitment payment in accordance with this policy.

Where the post is on a temporary basis, the advertisement will specify estimated duration of the post.

The school has a "no agency" policy in relation to recruitment and will only consider use of recruitment agencies as a last resort and taking account of affordability.

## **Pay Structure for Teachers**

The Governing Board will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD. The STPCD sets out the statutory minimum and maximum of each pay range. In the case of the Headteacher the salary range will be according to the Headteacher group calculation as set out in the STPCD. The spinal points for each salary range for leaders and Teachers is updated in September and these include the spine points between the minima and maxima.

The Governing Board has established a pay structure for the following posts:

- Headteacher
- Deputy Headteacher
- Assistant Headteacher
- Service Lead
- Strand Lead
- Curriculum Lead
- Upper Pay Scale Teacher
- Teacher
- Unqualified Teacher/Trainee Teacher

### **Pay Structure for Support Staff**

The Governing Board has established (non-teaching) support posts paid in accordance with the minimum and maximum points for such posts as determined the NJC local authority job evaluation scheme and salary scales for support roles.

### **Pay for Casual/Supply Support Staff**

Payment will be made at an enhanced hourly rate, which includes holiday pay, based on the appropriate full-time equivalent scale point for the post. Casual/Supply staff will only be paid for the hours worked and authorised on a timesheet. These hours will usually be variable according to the needs to the school. Casual/Supply staff hourly rates will be reviewed on 1<sup>st</sup> April each year as for other Support Staff. Deductions of Tax and National Insurance will apply.

### **Appointments**

A newly appointed staff member will usually be appointed at the minimum point on the advertised scale.

### **Headteacher**

The Governing Board will assign a seven-point Individual School Range (ISR) based on the school group size, as determined by the STPCD.

The Governing Board will calculate the Headteacher group size at the start of each academic year and determine the appropriate ISR for the year. The Governing Board will determine the group size for the school in accordance with the provisions of the STPCD. The current ISR for the school is Group 7

On appointment, the Headteacher will usually be appointed on one of the first 4 points on the ISR.

The Headteacher can expect to receive a one point pay progression within the determined pay range. The Governing Board, together with the CEO of the Ascendancy Partnership Trust may decide to award a two-point increment where the Headteacher's performance has been exceptional. Where a Headteacher's performance is not at the required level, this will be addressed through the Capability Policy (overseen by the CEO of the Trust) and the Headteacher will not qualify for pay progression if in formal capability procedures.

The Governing Board, together with the Trust CEO will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Headteacher's salary is fair and transparent.

The pay review for the Headteacher will be completed by the 31 December each year.

### **Allowances and discretionary payments to the Headteacher**

The pay range for the Headteacher should not normally exceed the maximum of the Headteacher group. However, the Headteacher's pay range may exceed the maximum where the Governing Board, together with the CEO of the Trust, determine that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant Board & CEO must ensure that the maximum of the Headteacher's pay range, and any additional payments does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Governing Board, together with the CEO must seek external independent advice before providing such agreement and support its decision with a business case.

The Governing Board, in consultation with the CEO of the Trust, may consider awarding an allowance or a discretionary payment, not exceeding 25% of the Headteacher's salary, as determined above, for reasons not already considered in determining the ISR, and which may include:

- additional leadership responsibilities held by the Headteacher, which do not traditionally form a Headteacher's role
- the school operates Extended Services, where the Headteacher is on call outside of school's normal operating hours
- the Headteacher is responsible for other services co-located on the school's site
- the school is a school causing concern
- without such additional payment the Governing Board considers that the school would have substantial difficulty filling a vacant Headteacher post
- without such additional payment the Governing Board considers the school would have substantial difficulty retaining the existing Headteacher; or the Headteacher is appointed as a temporary Headteacher of one or more additional schools.

In wholly exceptional circumstances, the Governing Board, in consultation with the CEO of the Trust, may consider a payment in excess of 25% of the Headteacher's salary. In such circumstances the Governing Board and CEO, will seek external independent advice to guide its decision.

Additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

The Governing Board may, in consultation with the CEO of the Trust, consider an additional payment where the Headteacher is providing services to other schools, e.g. as a consultant leader, school improvement partner, Local Leader for Education (LLE) or National Leader of Education (NLE) or an Ofsted inspector.

Any payment considered under this section will be temporary only, covering the period of time when such role is actively carried out.

No payment will be considered where these duties have already been taken into account in other sections of this policy.

Like with all Teachers, the Headteacher's pay, consisting of basic pay and any permanent or temporary allowances is treated as a total pay package.

### **Other Leadership Posts - Teachers**

The Governing Board will determine a five-point pay range for leadership posts from within the leadership scale contained in the STPCD.

The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.

The maximum of the Deputy Headteacher pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Deputy Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

On appointment, a Teacher paid on the leadership scale will be appointed on one of the first three points on the pay range.

The pay range for Teachers paid on the leadership scale will be reviewed in September each year, or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine. Any changes will be approved by the Pay Panel/Committee of the Governing Board during its first meeting of the academic year and pay backdated to 1<sup>st</sup> September.

Leaders on the leadership pay scale should expect to receive a one point pay progression within the current leadership pay range for their post. The Governing Board, together with a member of the Executive Leadership Team of the Trust, may approve the Headteacher's recommendation to award a two-point increment where performance has been exceptional. Where a Teacher's performance is not at the required level, this will be addressed through the school's Performance Management and Capability Policy and pay progression will not apply.

The pay review will be completed by 31 October each year and pay backdated to 1<sup>st</sup> September.

### **Application to move onto the Teachers' Upper Pay Scale**

Any qualified Teacher may apply to be paid on the Upper Pay Scale. It is the responsibility of the Teacher to decide whether or not they wish to apply. Teachers may apply once a year.

If a Teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Scale in that school or schools. This school will not be bound by any pay decision made by another school and vice versa.

As defined in the STPCD, a Teacher being considered for a move onto the Upper Pay Scale must therefore be able to demonstrate:

- that the Teacher is highly competent in all elements of the relevant standards, and
- that the Teacher's achievements and contribution to the school are substantial and sustained.
- the relevant standards are the national standards for Teachers as published in the STPCD.

There is no DfE definition of "substantial and sustained". In accordance with the STPCD,

Teachers are expected to contribute, both orally and in writing as appropriate, to curriculum development by sharing their professional expertise with colleagues and advising on effective practice. This does not mean that they can be expected to take on the responsibility of, and accountability for, a subject area or to manage other Teachers without appropriate additional payment.

As part of the Teacher Standards, all Teachers are expected to "make a positive contribution to the wider life and ethos of the school". This requirement is covered by Teachers taking part in

whole school activities, pastoral care, collaborating with colleagues, contributing to INSET days, working with parents and governors, and more.

For Teachers on the UPS, this could also include mentoring ECTs or developing an aspect of their work that is of particular interest.

The Teacher must submit a portfolio of evidence to the headteacher in addition to information recorded in their Blue Sky PM record. This should demonstrate:

- The Teacher can evidence expected progress toward EHCP targets for most of their students and that their students' progress meetings and evidence show most of their students are on track to achieve their annual EHCP targets.
- The Teacher mentors colleagues or delivers training on achieving outstanding student progress: At least termly mentoring meetings with Teachers needing support to achieve outstanding progress or at least 1 training session delivered with follow up meetings for Teachers in achieving outstanding progress.
- The Teacher meets the criteria for an "Expert Teacher"

Progression within the UPS pay scale is biennial unless formal capability procedures have commenced.

The Headteacher will meet with Teachers applying for UPS to discuss their application and evidence before making a recommendation Pay Panel/Committee of the Governing Board and a member of the Executive Leadership Team of the Trust as part of the pay progression process. The Headteacher will provide feedback to Teachers about their application (whether successful or unsuccessful), this may include advice on aspects of the Teacher's performance that require further development or further evidence requirements.

A Teacher who is unsuccessful for UPS may appeal using the school's Appeals Procedure (see below).

## **Teachers' Pay**

In this school all teaching staff are employed in accordance with the provisions of the STPCD. In reviewing pay scales in the future the Governing Board will have regard to any changes to national pay ranges contained within the STPCD and the overall Pay Policy framework of the Ascendancy Partnership Trust. The following pay arrangements have been agreed by the Governing Board using the flexibilities contained within the STPCD.

Teachers should expect to receive a one point pay progression within the current pay range. The Governing Board, together with a member of the Executive Leadership Team of the Trust, may approve the Headteacher's recommendation to award a two-point increment where performance has been exceptional. Where a Teacher's performance is not at the required level, this will be addressed through the school's Performance Management and Capability Policy and pay progression will not apply.

The Pay Panel/Committee of the Governing Board must ensure that Early Career Teachers are not negatively affected by the induction period of two years.

Line managers' decisions are moderated by the Headteacher before the recommendations are made to Pay Panel/Committee, together with a member of the Executive Leadership of the Trust, to award a two point pay increment. Line managers must record in Blue Sky their decision with a summary of their reasons for the recommendation and this must be discussed with the Teacher at the end of year performance review meeting.

### **Unqualified Teachers / Trainee Teachers**

The Headteacher will appoint unqualified and trainee Teachers to a salary within the range set out in the STPCD.

A newly appointed unqualified Teacher will usually be appointed at the minimum point on the scale.

Unqualified and Trainee Teachers should be treated in the same way as qualified Teachers in relation to pay progression.

Where an unqualified Teacher/trainee Teacher obtains qualified Teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified Teachers at a salary at least equivalent to the salary they were being paid as an unqualified Teacher.

The Governing Board may agree to the Headteacher's recommendation to pay additional allowances to an unqualified Teacher in accordance with the STPCD, where the Teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a Teacher's professional skill and judgement; or
- gained qualifications or experience which bring added value to the role being undertaken.

### **Supply Teachers**

Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other Teachers.

Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195.

For temporary Teachers on short notice this will be multiplied by the number of days to be worked.

A short notice Teacher, who is employed by the school throughout a consecutive period of 12 months, will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

## **Allowances**

### Special Educational Needs (SEN)

The Governing Board will award a special educational needs' allowance to every classroom Teacher and support role working directly with students at this school.

The Governing Board has determined that the value of the SEN allowance in this school will be within the range prescribed in the STPCD for Teachers and as determined by the NJC local authority pay scales for support staff and will usually be the minimum of that range.

SEN Allowance is aimed at recognising that staff working within the School may:

- on occasions, work more flexible hours associated with students' additional needs (e.g.: transport-related delays, home visits, multidisciplinary meetings held before or after school)
- work within an environment where the risk of emotional distress, physical injury or damage to personal property is greater than in a mainstream setting
- wish to protect themselves against an existing greater risk of infection by paying privately for vaccinations or post-injury treatment
- purchase additional personal insurance

SEN Allowance is not paid to staff paid on leadership scales.

SEN Allowance is paid to Upper Pay Scale Teachers, Teachers and Unqualified/Trainee Teachers as well as support staff working directly with students, Specialist Support Assistants, Higher Level Teaching Assistants, Lunchtime Support Workers, Therapeutic Learning Support specialists. SEN allowance is also paid to all admin, business and site staff working within the school

### Acting Allowances

**Teachers**, including Leaders (as specified above, excluding the Headteacher), who cover all of the duties associated with a post of a higher grade or allowance, other than their own, for a period of at least one term (based on six terms a year) will be considered for payment of an Acting Allowance.

This will normally be the difference between the Teacher's substantive salary and the first point on the pay range of the higher-level post and will cover the whole period of acting-up, during

which, the Teacher will be expected to undertake the full range of duties and responsibilities of the post.

Acting Allowance will be paid during the terms in question and the associated holiday periods up to, and including, the last day before the start of the next term.

Award of any such Acting Allowance will not affect the pay package of the post holder, for whom the cover is arranged. The post holder has a statutory right to retain the total pay package, including any allowances granted to them because of the latest pay review.

### TLR Allowances

TLRs (Teaching & Learning Responsibility payments) are national payments outlined in STPCD and are used to remunerate Teachers and leaders who take on additional responsibilities.

There are three types of TLR: 1&2 are ongoing however, they may cease if Teachers move to different schools; where the Teacher refuses to perform the responsibilities or is dismissed from them; or where responsibilities are revised.

TLR1: for sustained additional responsibilities, with line management responsibilities for a significant number of people

TLR2: for sustained additional responsibilities

TLR3: fixed-term payments for clearly time-limited school improvement projects, one-off externally driven responsibilities, or where Teachers are undertaking the planning, preparation, coordination and/or delivery of catch-up tutoring to pupils whose learning has been affected by the coronavirus pandemic.

From September 2025:

- TLR payments must reflect the proportion of the responsibility undertaken, not the proportion of teaching hours
- If a part-time teacher undertakes the full remit of a TLR role, they must receive the full TLR payment, regardless of their part-time status
- If the teacher only undertakes part of the TLR role, the payment should be proportional to the responsibilities, not hours.
- Inform affected staff of the changes and how their roles and payments will be assessed.

The pro-rata principle does not apply to any TLR3 award that a part time teacher may receive.

The amount payable will be approved by the Headteacher and Governing Board and will increase in line with the annual cost of living uplift to Teachers' pay scales.

**Support staff**, who cover all of the duties associated with a post of a higher grade or allowance, other than their own, will be considered for payment of an Acting Allowance. The payment of the allowance and the amount of the allowance is at the discretion of the Headteacher.

### Honorary Allowances

The School Teachers Pay and Conditions Document does not allow for honorary payments to Teachers. TLR allowances may be used as described above and within the STPCD.

The Ascendancy Partnership Trust does not permit the use of honorary allowances as they may be considered to be a “novel, contentious or repercussive” use of funds as defined by the DfE. Any existing honorary allowances should be phased out through the process of job evaluation or regrading.

### **Pay Progression within and between Bands**

Following a staff member’s annual appraisal and, subject to the provisions of this Pay Policy, they should expect to receive pay progression of one scale point within the maximum of their current pay scale unless they are subject to formal capability procedures or where there is an attendance concern relating to a support staff member. Teachers on the UPS should expect to receive pay progression of one scale point every other year unless they are subject to formal capability procedures. Pay progression of more than one scale point and Teacher’s applications for progress to the Upper Pay Scale (UPS) must be agreed as above.

Staff on maternity or extended sick leave are entitled to pay progression in the same way as other staff, whether or not they have returned to work at the date of the annual pay determination.

All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least twenty-six weeks (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September.

### **Recruitment and Retention**

The Governing Board may, on the advice of the Headteacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

required to attract suitable candidates for a post which it has been, or it is considered, difficult to fill; or required to retain the skills and expertise of a candidate, particularly in a specialist area, or where it is considered that the subsequent vacancy would be difficult to fill; or

to recognise a staff member’s performance which exceeds the school’s expectations.

In accordance with the STPCD Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded recruitment and retention payments other than reasonably incurred housing or relocation costs.

The value of any recruitment or retention payment will be determined according to the circumstances of each case but will consider salary relativities across the school structure, shortage of suitable applicants within the job market and known staffing changes in the future and would normally be within the range £500 - £4,000. (For example, a negotiable 'welcome payment' may be advertised to attract suitable candidates).

Class based permanent support staff (List posts for example: Specialist Support Assistants, Care Assistants and Maintenance Officers) will qualify for a one-off probation payment of £100 if they successfully complete their probationary period of employment upon six months service (i.e. it is not extended). This will be on the condition that the employee remains in post for the next 18 months until they reach two years' service. If they leave the school within the two-year period the £100 payment will be deducted from their final pay. The payment will be pro-rata for part-time staff and will not apply to apprentices.

Recruitment payments (e.g. a 'welcome payment') may be one-off payments payable on commencement of employment. The duration of other payments will be determined according to the circumstances of the payment. Initially, this may be for a period of one term (based on six terms a year) but will be subject to review, which may extend the period if appropriate.

The Governing Board may, on the advice of the Headteacher and in consultation with the CEO of the Trust, consider the repayment of relocation expenses of up to the £8,000 tax free threshold and in accordance with HMRC guidelines for reimbursement of relocation expenses. Relocation expenses may be considered to attract candidates from outside of the local catchment area.

Any such payments will be negotiated by the applicant/employee and confirmed in writing by Head of HR/Headteacher.

## **Overtime Payments**

The requirement for support staff to work more than their contracted hours should not be standard practice and must be kept to a minimum. In exceptional circumstances e.g. temporary peaks in workload due to a one-off project, the Headteacher may agree to pay support staff overtime. Agreement must be sought in advance of the hours being worked and the rate of payment will be in accordance with NJC and contractual terms.

Overtime payments should not be used to "top-up" salary payments. Should regular overtime payments become apparent the school must take action to reduce or eliminate the need for overtime working such as reviewing roles and post numbers to ensure that workloads are

reasonable and work-life balance is maintained. The Working Time Regulations should be taken into consideration to ensure adequate periods of rest for staff.

Support staff who attend residential trips with students (e.g. Duke of Edinburgh award residential trips) may claim overtime for additional hours worked. Alternatively, the Headteacher may agree time off in lieu, for Teachers or Support staff, subject to operational requirements.

Teachers do not qualify for overtime payments. Part-time Teachers who occasionally work additional (non-contractual) days may be paid for the additional days. This should not become standard practice and in accordance with the STPCD should only be arranged by mutual agreement (between the Teacher and Headteacher).

## **Safeguarding**

The Governing Board will apply the salary safeguarding provisions of the STPCD for Teachers and of the redeployment policy for support staff.

## **Pay Errors**

### Overpayment

The school's HR lead will obtain details of any overpayment from the payroll provider and discuss the overpayment with the affected employee. Agreement will be reached on repayment terms.

Where possible the overpayment must be recovered on the next pay date. Where this is not possible, for example where the amount is too large or recovery in one pay period would cause financial hardship, a repayment schedule can be agreed. The repayment term must not normally exceed the length of time over which the overpayment was made.

Where an employee leaves before the overpayment is completely recovered, the outstanding balance will normally be deducted from the final salary payment. Where the final salary payment is insufficient to recover the balance, the employee will still be liable for the debt, and will be invoiced by the payroll provider. Repayment terms can be agreed over a period not normally exceeding the length of time over which the overpayment was made.

If the former employee does not respond, appropriate recovery action will be taken.

### Underpayment

The normal procedure is to correct the underpayment at the next pay day.

An employee can request an early payment when an underpayment has occurred and in particular circumstances, for example in cases of financial hardship although this is not guaranteed. Where the correction has to be verified, the request must be supported by the Headteacher. The option for early payment is that payment is added to the next available bank transfer.

The payroll provider will calculate and make any statutory deductions applicable prior to payment and fully reflect these within the next pay slip.

## **Appeals**

The following list includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the staff member

Appeals against pay decisions within schools will be heard by the Pay Panel/Committee of the relevant school. Appeals against pay decisions for Headteachers will be heard by the Executive Team of the Ascendancy Partnership Trust.

The order of proceedings is as follows:

- The staff member receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
- If the staff member is not satisfied, he/she should seek to resolve this by discussing the matter
- informally with the Headteacher or appropriate line manager within ten working days of the decision.
- If the outcome requires a change to the original recommendation, the new information is to be submitted to the Pay Panel/Committee for approval.

### **Sick Pay and Phased Return to Work**

Teachers, including the Headteacher, are entitled to sick pay in line with the STPCD. Support staff are entitled to sick pay in line with the NJC local authority scheme as set out in the contract of employment.

There may be circumstances when the return of an employee from sickness absence can be facilitated and/or supported by temporary changes to their attendance or job content. These changes should be agreed by the employee and line manager/Headteacher/Chair of Governors, as appropriate, based on advice from Occupational Health and/or on discussion with the HR lead.

Progress and rehabilitation would be regularly documented and reviewed and there would be the intention to return to the normal/contractual pattern of work at the earliest practical time.

Full pay will normally be paid during the time-limited incremental return to work and the time not at work will not be regarded as sick leave, since there will have been a return to work. The timeframe is at the Headteacher's discretion depending on individual circumstances (including

medical advice) but would normally not exceed 6 weeks after which, non-working time will be counted as sick leave.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- location of published policies e.g. website, intranet
- the Staff Handbook
- meetings with school staff

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any staff or student, and it helps to promote equality at this school.

### **Review of Policy**

This policy shall be subject to review every two years.

NB: Pay & Conditions for support staff may be impacted by the Government's proposed "School Support Staff Negotiating Body" (SSSNB), expected to come into force in 2026 and the Trust will review and consult with support staff on any changes once legislation has been published.

The Governing Board approved this policy on date:

Signed: Chair of Governors

Signed: Headteacher